

BIDDERS MOST FREQUENTLY ASKED QUESTIONS

What programs administered by the State Allocation Board must comply with Disabled Veteran Business Enterprise provisions?

All contracts over \$10,000 in the Lease-Purchase Program, and certain contracts over \$10,000 in the State Relocatable Classroom Program, (architectural, on-site inspections and utility hookups).

Where can I get SAB Disabled Veteran Business Enterprise Forms?

Contact the school district advertising for bid/proposals. They will provide you with the most recent forms.

I am an inspector, I do not subcontract, how do I comply?

You must complete the form, *Prime Bidder Certification Of Disabled Veteran Business Enterprise Participation*, and the Form, *Prime Bidder Good Faith Effort Worksheet*. A business enterprise with no opportunity for subcontracting or purchasing of supplies, must provide a narrative on Form, *Prime Bidder Good Faith Effort Worksheet* explaining this and be able to demonstrate its inability to subcontract or purchase supplies if an audit occurs.

Must a Disabled Veteran Business Enterprise be certified in order to participate in a contract?

Yes. Disabled Veteran Business Enterprises must be certified by the Office of Small and Minority Business.

Is there a minimum number of days prior to bid/proposal opening that primary bidders are required to place their advertisements in a publication focused toward DVBE and a trade paper for purposes of the "Good Faith Effort"?

The SAB recommends bidders comply with the Good Faith Effort requirements by advertising at least 14 calendar days prior to bid/proposal opening.

What if a bidder does not have 14 days to advertise for the purposes of completing a Good Faith Effort?

You must still advertise for as many days as possible before the bid/proposal opening date. The only exception to this requirement is if time constraints imposed by the school district prohibit the bidder from advertising. All bidders must be notified of this exception.

Where do I find a Disabled Veteran Business Enterprise list?

The Office of Small and Minority is located on the Internet and publishes a list of certified Disabled Veteran Business Enterprises on a monthly basis. Their telephone number is (916) 322-5060 or (916) 323-5478. The Internet address is: <http://www.dgs.ca.gov/osmb>

BIDDERS MOST FREQUENTLY ASKED QUESTIONS - Continued

I am a distributor or sales representative of XYZ. I pick up the telephone and place the order. There isn't any installation required or the installation is completed by factory trained personnel. The delivery is arranged by the manufacturer. How do I comply with the Disabled Veteran Business Enterprise requirements?

Transfer the burden of compliance to the manufacturer. Ask your manufacturer:

- What opportunities do you have to subcontract (delivery, bookkeeping, etc.)?
- What components of the product do you purchase (nuts, bolts, plastic, wood, cardboard boxes, pallets, etc.)?
- Is equipment purchased to produce the product (safety glasses, hammer, nail gun, etc.)?
- Are any of the items identified in questions 1 through 3 currently being provided by DVBE's? If yes, prorate the amount of their participation in the products (s) to be bid and include a copy of their DVBE letter from OSMB.
- Use the form , Prime Bidder's Good Faith Effort Worksheet to increase your manufacturer's DVBE participation as follows:

Part I - Contacts: Make a contact in each of the three categories. Request DVBE contacts in the subcontracting or purchasing opportunities you have identified (see questions 1 through 3 above).

If you have an out-of state manufacturer ask for contacts in your manufacturer's state.

Part II - Advertisements: Place your advertisements and list your manufacturer's subcontracting or purchasing opportunities.

If you have an out-of-state manufacturer you may advertise in their state as long as all of the requirements listed on the Form, Prime Bidder Good Faith Effort Worksheet are met.

Part III - Solicitations: List DVBE subcontractors and/or suppliers that you or your manufacturer considered for participation in this bid (i.e. those you contacted from the lists provided by the contacts you make in Part I and those who responded to your advertisement in Part II). Indicate if the subcontractor/supplier was selected, a reason if not selected or check "No Response" (if applicable).